



भारत सरकार
GOVERNMENT OF INDIA
वाणिज्य मंत्रालय
MINISTRY OF COMMERCE
संयुक्त महानिदेशक विदेश व्यापार कार्यालय
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE
'सी', ब्लॉक, पी.एम.टी. वाणिज्यिक परिसर, शंकर शेठ रोड
'C', BLOCK, P.M.T. COMMERCIAL COMPLEX, SHANKER SHETH ROAD
स्वारगेट पुणे-411 037
SWARGATE PUNE- 411 037

F.NO: 01/AM2023-24/YP/HRD/PUNE

Monday, 9th of December, 2024

Advertisement for Engagement of Young Professionals

on contract basis in the

Office of Joint Director General of Foreign Trade, Pune

1. Office of Joint Director General of Foreign Trade, Pune, which is a regional office of the Directorate General of Foreign Trade (DGFT), Ministry of Commerce and Industry, Government of India invites applications for engaging Young Professionals on contract basis for a period of one year for their office in Pune.
2. DGFT is responsible for formulation and implementation of the Foreign Trade Policy with the main objective of promoting exports of the country. This Directorate also issues scrips/authorizations to exporters and monitors their corresponding obligations through a network of regional offices.
3. The total number of Young Professionals to be engaged on contract basis in Office of Joint Director General of Foreign Trade, Pune is Three (03).
4. **Eligibility Requirements of the position is as follows:**
 - a. **Age criteria:** The applicant should not have crossed the age of 35 years as on the closing date of applications and should be in good health for discharging his/her official duties effectively.
 - b. **Educational Qualification:** The applicants should possess the following requisite qualification on the date of publication of this advertisement -

Discipline	Eligibility Criteria
Economics	Graduate/Masters in Economics from a recognized University
Law	LL.B./LL.M. from a recognized University*
Management/Business Administration	Graduate/Masters in Business Administration (MBA) from a recognized University
Commerce	Graduate/Masters in Commerce from a recognized University

***Preference will be given to law graduates/postgraduates**

- c. **Experience:** One year experience in relevant field is desirable.
5. **Remuneration under the contract is as follows:** The Young Professional will be paid a consolidated remuneration of Rs. 60,000/- per month.
6. **Period of engagement under the contract is as follows:** Period of engagement will be initially for one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority.
7. **Terms and conditions under the contract are as follows:**
- The Young Professionals will be paid a consolidated fee per month of Rs. 60,000/- (minus Professional Tax/TDS as applicable) respectively, subject to periodic completion of work certified by the Controlling Officer. They will not be entitled for any other allowance or facility in addition to the consolidated fee.
 - The engagement as Young Professionals shall be initially for a period of one year, on Contract basis.
 - The Competent Authority in the Office of Joint Director General of Foreign Trade, Pune may require the individual Young Professional to submit a statement of good health from a recognized physician prior to commencement of work in the Office of Joint Director General of Foreign Trade, Pune.

- d. The individual Young Professional shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the contract, as well as for arranging, at the individual Young Professional's sole expense, such as life insurance, health insurance and other forms of insurance as the individual Young Professional may consider to be appropriate to cover the period during which individual Young Professional provides services under the contract.
- e. The engagement as Young Professionals is subject to verification of documents related to educational qualification and experience. If any information/documents submitted by Young Professionals are found false/wrong at any stage, his/her engagement will be terminated immediately and appropriate action will be taken against him/her as per rules.
- f. Selection shall be purely on merit.
- g. Working hours shall normally be from 09.30 AM to 06:00 PM during working days including half an hour lunch break in between. However, in exigencies of work, Young Professionals may be required to sit late and may be called on Saturday/Sunday and other holidays also.
- h. Young Professionals will be eligible for 1.5 days leave for one completed calendar month during the period of one year, on pro-rata basis subject to the prior written approval of the controlling Officer. Un-availed leave cannot be carried forward to the next year. Further, leave up to one month can be considered without remuneration with the prior approval of controlling Officer. However, in exceptional cases like need for professional development, training etc. this condition may be relaxed with the approval of Competent Authority, subject to official exigencies. Apart from this, the women Young Professional may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No.S-36017/03/2015-SS-1 dated 12th April, 2017.
- i. Young Professionals will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that come to their notice during the period of their engagement as 'Young Professional' in the Department. All

such information/records/papers/software/emails etc. will be property of Government.

- j. Young Professionals shall not represent themselves or otherwise make public with the intent to make a commercial advantage of their engagement with DGFT. He/she shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or DGFT or any abbreviation of the name of DGFT, in connection with business or otherwise without the prior written permission of the competent authority of DGFT.
- k. Young Professional shall be expected to conduct him/her in accordance with the rules and regulations of the Government of India. He/she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case his/her services are not found satisfactory or found to be in conflict with the interest to the DGFT/Government of India, his/her services will be terminated forthwith, without any notice period or compensation.
- l. In the unfortunate event of the death, injury or illness while serving DGFT, Young Professional/Consultant or the next of kin shall not be entitled to any compensation or appointment.
- m. Young Professionals will be required to submit a police verification report from their concerned police station and also submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.
- n. The engagement can be terminated at any time by the Department by giving 30 days' notice or pay in lieu thereof. Similarly, Young Professional may also disengage after giving notice for a similar period.
- o. The period of engagement would commence from the date of joining at DGFT.
- p. The period of engagement as Young Professional will not confer any claim or right for subsequent engagement/employment with DGFT or any other Government Department at a later date.
- q. The Competent Authority in DGFT reserves the right to terminate Young Professional at any stage in event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

- r. Young Professionals may be required to travel to any place in India while on tour TA/DA will be admissible as to Assistant Section Officer of the Central Government.
- s. The Young Professional will required to submit a Non-Disclosure Agreement & Non-compete Agreement with cooling-off period on Rs.10/- stamp paper on the date of joining.

6. Interested and eligible candidates may apply using the form given in Annexure I, using their valid email ID through email, along with supporting documents including their CV, at email ID pune-dgft@nic.in latest by 24.12.2024. Candidates shall also fill the required details of their application at the below mentioned URL.

(Copy and paste the given URL)

[https://docs.google.com/forms/d/e/1FAIpQLSdBL5Lnx6NZlJwltM3D9DSms4T_jBclJdKdfyHdCNE4ixcWyg/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSdBL5Lnx6NZlJwltM3D9DSms4T_jBclJdKdfyHdCNE4ixcWyg/viewform?usp=sf_link)

No hardcopy is required to be sent and shall not be accepted. Incomplete application or applications received after the due date will be rejected.


(Krishnadas Nair)

Foreign Trade Development Officer

Copy to:

1. DDGFT, HRD-1, DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg Area, New Delhi – 110001 for information and uploading on the DGFT website.
2. Notice Board of the Office of Joint Director General of Foreign Trade, Pune, Hindi Section.

ANNEXURE I
Application Form
(Proforma)

Affix Latest
Passport Size
Photograph

**APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS IN THE
OFFICE OF JOINT DIRECTOR GENERAL OF FOREIGN TRADE, PUNE**

1	Name of the Candidate				
2	Father's Name				
3	Address (postal address for correspondence)				
4	Permanent Address				
5	Telephone Number (s)				
6	Email ID				
7	Age and Date of Birth (copy of matriculation certificate to be enclosed)				
8	Details of Educational Qualification – from bachelor's degree	Year of passing	Subject/ Specialisation	Percentage of Marks/ Grade/GPA	Name and Details of the College/Institution
(a)					
(b)					
(c)					
9	Do you have the required qualification as mentioned in para 4 (b)	Yes /No			
		(please attach a copy of your bachelor's degree/ Post-Graduation degree certificate/provisional certificate & mark sheet)			
10	Details of additional certifications and specializations				

DETAILS OF CURRENT EMPLOYMENT				
11	(a) Current Organisation (b) Place of work (c) Work from home/Office/Hybrid (d) Current Designation (e) Salary (f) Nature of work			
DETAILS OF ALL EMPLOYMENT IN CHRONOLOGICAL ORDER				
12	Name of the organization/firm/office	Post held/designation	Period	Nature of work (Attach separate sheet, if required)
(a)				
(b)				
(c)				
(d)				
13	Details of awards/achievements/commendations			
14	Additional information, if any, which you would like to mention in the support of your suitability for the job (Enclose a separate sheet, if required with signature)			

The information/details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/ withheld.

Place:

Date:

Signature of the Candidate